NOTES:

- Prior to requesting funding through ADOT, LPA
 Coordinator should have approval from their local
 COG/MPO and the project must be added to the
 COG/MPO's Transportation Improvement Plan (TIP)
- Project Initiation forms and documents can be found on the ADOT website at. https://azdot.gov/node/14142
- ADOT LPA Section will initiate the project within 30 days of receiving a COMPLETED Initiation Packet.

Project Initiation Process for Local Public Agencies

=Local Public Agency (LPA)/Project Sponsor

=ADOT

=ADOT and LPA

The ADOT LPA Section will The LPA submits Initiation Packet to ls contact LPA to request No the ADOT LPA Section through Initiation further/missing information centralized email to Packet and work with the LPA to LocalPublicAgencySection@azdot.gov complete? complete the packet Yes The ADOT LPA Section The ADOT LPA Section ADOT LPA Section enters Project is will contact ADOT Project receives an email with new project information into approved **Management Group and ADOT Project Number and Project Master Database** in Project request an ADOT Project forwards to the assigned and requests an ADOT Master Manager (PM) be ADOT PM. **Project Number.** assigned to the project. The ADOT LPA Section will create and **IF FEDERAL-AID FUNDS:** send the Project Establishment Letter **ADOT LPA Section enters** ADOT LPA Section will to the LPA and to the ADOT Technical project sub-phases into request Federal ID Number Groups. Letter will include the new **Project Master Database.** be assigned to project. project numbers and the assigned PM's name and contact information. ADOT PM will initiate the Inter-Governmental Agreement (IGA) for the project. The LPA will work with the ADOT PM *CA Agencies generally do not require an to obligate funding and proceed with IGA. There may be an exception if an the project. ADOT facility is involved or if a project is over \$10M.